



The Town of Glastonbury is accepting applications for the following position:

Senior Building Maintainer – Full Time

Hours: 40 per week

Starting Salary: \$26.37 per hour

Closing date: 4:00 pm on 1/19/2017

Under general supervision of the Building Superintendent, incumbent is responsible for a wide variety of building maintenance, repair tasks and decision making including but not limited to carpentry, plumbing, electrical repair, painting, heating, ventilation and air conditioning systems, locksmith work, and masonry work. Must be able to investigate and determine source of problems and carry out a plan of action for a wide variety of building maintenance issues. HVAC experience including controls is highly desirable.

High school diploma or equivalent plus four (4) years of building maintenance experience which includes basic carpentry, electrical, plumbing, and especially HVAC. A valid driver's license is required.

Visit Town's website at www.glastonbury-ct.gov/employment for a detailed job description & Application or Town Hall Customer Service Center, 2155 Main Street, Glastonbury, CT 06033 or call (860) 652-7710. Please send completed applications to the Human Resources Department or Customer Service Center at Town Hall.

AA/EOE

Date Posted: 1/4/2017

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Senior Building Maintainer
DEPARTMENT: Facilities Maintenance
REPORTS TO: Building Maintenance Supervisor

GENERAL DESCRIPTION:

Under general supervision of the Building Superintendent, incumbent is responsible for a wide variety of building maintenance, repair tasks and decision making including but not limited to carpentry, plumbing, electrical repair, painting, heating, ventilation and air conditioning systems, locksmith work, and masonry work

ESSENTIAL DUTIES:

1. Constructs and repairs building partitions; connects electrical wiring; makes HVAC modifications; installs water and waste pipes, pitched roofs, locks, and ceramic flooring. Completes concrete finishing, wall plastering, spray painting and metal work repairs.
2. Investigates and determines source of problems on simple items such as lighting circuits, false alarms, building controls, heating/ cooling equipment malfunctions, peeling paint and roof leaks.
3. Repairs, assembles and installs work according to specifications and codes.
4. Tests performance of new and existing equipment with use of appropriate analyzer, meter, and gauges.
5. Designs, plans and prepares sketches and estimates of work and materials required and applies for necessary permits.
6. Performs basic inspection and preventative maintenance of tools prior to use.

OTHER DUTIES:

1. Performs emergency standby and call-outs as assigned

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Knowledge and skill of the tools, equipment and methods of HVAC and plumbing repair and maintenance.
- Ability to communicate both orally and in writing.
- Able to establish and maintain effective working relationships with coworkers, contractors, building occupants and supervisors.
- Knowledge of state traffic laws

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to push/ pull/ lift objects of more than 50 pounds; stand or sit for prolonged periods, and be able to perform simple motor skills such as standing, walking, and climbing a ladder.
- Able to perform manipulative skills which require hand-eye coordination, such as nailing, basic plumbing and basic electrical tasks. Able to perform tasks that require hand-arm steadiness such as operating power equipment.
- Must be able to see objects far away as in driving and able to see objects closely as in reading a report. Able to discriminate colors as in wires or warning lights
- Able to concentrate on minimal to moderate detail with some interruption; able to concentrate on fine detail with some interruption. Able to attend to task/function for more than 60 minutes at a time and remember task/assignment for full shift. Remember multiple tasks/assignments given to self and others during the course of the day. Able to understand and relate to specific ideas, concepts, and theories behind several related concepts.
- May be exposed to fluctuating temperatures, seasonal outdoor weather, grease, oil, and odors, loud or unpleasant noises, high humidity, wetness, open flames and other heat sources. Possible exposure to dust and hazardous materials such as chemicals, toxins, cytotoxins, paints and other poisonous substances. Possible contact with poison ivy, bees, wasps, and other occurring hazards.

MINIMUM TRAINING AND EXPERIENCE:

- High school diploma or the equivalent
- Four years of building maintenance experience which includes basic carpentry, electrical, HVAC, and plumbing

LICENSE OR CERTIFICATION:

- Valid Driver's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.